

SECRET

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Copy 5 of 8

15 March 1956

MEMORANDUM FOR: Chief, Transportation Division, Office of Logistics

SUBJECT : Requirement for Established Transportation Service

1. Pursuant to our telephone conversation of 14 March, this memorandum is submitted to you confirming the arrangements made and requesting that they be continued until further notice.

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2. As I believe [redacted] of this Staff discussed with you on 14 and 15 February, unusual and numerous transportation needs are levied on our Project personnel. To date, we have telephoned in our requests on a need-as-required-basis; however, now we have a requirement for two trips to be made daily at a pre-established time.

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3. As discussed with you, [redacted] will be picked up by Agency transportation returning from [redacted] at 0700 at the front entrance [redacted] to be taken to 1717 H Street, N.W. This requirement exists Monday through Friday, inclusive. A second trip, leaving 1717 H Street and returning [redacted] (same location), would depart from 1717 H Street at 1200.

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4. We find it unfavorable to authorize this individual to drive his own car on this run for two reasons: One, he will be carrying top secret material which, in the case of an accident, might not receive proper protection; and, two, from an operational standpoint, [redacted] will be carrying material which must be received by this Headquarters as soon as possible. Again, if there were an accident and he were not injured, he would be able to leave the vehicle and obtain other means of transportation.

5. We appreciate very much your cooperation in this instance and assure you that we will inform you if there is any change in this schedule.

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[redacted]
Assistant Administrative Officer
PCS/DCI

adm/c

Distribution:

001 - Addressee

3 - Commo

4 - Pers

5 - Ops

6 - RMB

7 - SO

8 - Chrono

COORDINATION: [redacted]

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